



Shaponi Bala



01833151234



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Karnopur, Post: Mogalhat, Sodar:
Lalmonirhat

LANGUAGE

- English
- Bangla

TRAINING

COMPUTER FUNDAMENTAL
AND OFFICE IAPPLICATION

Duration: 3 month (60 Hours)

Institute: EDGE

HOBY

- Social work
- Travelling
- Event Management

CAREER OBJECTIVE

To obtain a better position with opportunities to utilize my Practical SEO, branding & marketing and technical knowledge and experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

PROFESSIONAL EXPERIENCE

1. Content Developer: (January 06: 2025 - To be continuing)

Description:

- Creating content on Microsoft Excel.
- Crating content on Microsoft Word.
- Crating content on Microsoft PowerPoint.

Department: Branding and Marketing

Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.

EDUCATIONAL QUALIFICATION

Higher Secondary Certificate (HSC)

Passing Year : 2020
Result : GPA 3.00 Out of 5.00

Secondary School Certificate (SSC)

Board : DINAJPUR
Passing Year : 2017
Result : GPA 3.77 Out of 5.00

SKILL ENHANCEMENT TRAINING

Training Title : YouTube SEO
Duration : 1 Month
Time period : 06th January-2025
Institution : RIT

Personal Information:

Father's Name : Nikil Chandaro
Mother's Name : Zitika Rani
Date of Birth : 03/03/2001
Gender : Female
Marital Status : Married
Religion : Hindu
Nationality : Bangladeshi (By Birth)
Permanent Address : Village : Karnopur,
Post Office : Mogalhat
Police Station : Lalmonirhat
District : Lalmonirhat.

Certification

I verify that all information stated in this resume is true and complete to the best of my knowledge.

Signature

Date: